

ATTACHMENT D
KDHE WELL TAGGING PROCEDURES

ADDITIONAL INSTRUCTIONS FOR THE SITE IDENTIFICATION FORM

A State of Kansas Site I.D. record must be developed for all wells installed or/and monitored at Leaking Underground/Aboveground Storage Tank sites (including existing private or public wells). The Site I.D. record is used to uniquely identify individual sampling points at LUST/LAST (and other) projects for use in the State of Kansas' computerized data systems. To establish a Site I.D. record, a Site I.D. form must be completed and the identically numbered tag must be permanently affixed to the well, then the form is returned to KDHE. Specific instructions (and exceptions) for completing the Site I.D. form and affixing the tag are described below.

Part 1: State of Kansas Site I.D. Form

The instructions for completing the Site I.D. form are provided in detail on the reverse side of the form itself. Please note the following additional information:

- A) Each Site I.D. form is uniquely numbered and has an identically numbered Site I.D. tag attached to it. For this reason, DO NOT INTERCHANGE TAGS AND FORMS.
- B) A separate Site I.D. form must be completed for each monitoring well installed and each private or public well sampled. If an existing well has already been tagged (and the tag is readable), do not tag the well again. Also see the "Caution" statement in the tag installation notes on affixing tags to existing wells.
- C) No two Site I.D. numbers are the same. EACH MONITORING WELL INSTALLED MUST HAVE A UNIQUE SITE I.D. TAG ATTACHED, additionally, GROUPS OF WELLS MAY BE ASSIGNED THE SAME PROJECT CODE.
- D) Please write the Site I.D. number in the upper margin near the right edge of the Water Well Record form (form WWC-5) for each monitoring well installed at a LUST/LAST site.

Specific directions for topics not addressed by the instructions on the Site I.D. form are listed below (refer to the attached example Site I.D. form completed for the third monitoring well installed at a hypothetical LUST site).

- Item c: The person/company/entity responsible for plugging the well being tagged, should be placed in this field (if no responsible party is designated, this will often be the State of Kansas, but not always). It is possible that the property/facility owner name of each well tagged at a given project site could be the same, or it could be different for all (or only some) of the wells.
- Item i: This item should be completed after conducting a legal survey as specified in the original scope of work. All location information for each monitoring well should be obtained from the survey data (e.g. legal description, distance from the southeast corner of the section, etc).
- Item k: After entering the name of the individual who conducted the survey, enter "NA" "NA" in item kk. In item "y" (Comments), put the name of the company the registered land surveyor works for (see attached example Site I.D. form).
- Item p: Enter the name of the individual who completed the Site I.D. form in item (p), enter "NA" "NA" in item (pp). In item "y" (Comments), put the name of the company the person in item (p) is working for (see attached example Site I.D. form).
- Item r: The program code for Trust Fund sites is "ET", for LUST sites, it is "EL". The letters must be circled as shown on the example Site I.D. form. That information will be provided in the scope of work for the site.
- Item s: Enter the KDHE project code assigned to the site (that information will be provided in the scope of work for the site).

The remainder of the Site I.D. form must be accurately completed by the contractor's project manager, geologist, or engineer primarily responsible for managing the site investigation. The form must be completed according to the instructions herein, and those on the back of the Site I.D. form, and as demonstrated on the attached example Site I.D. form. Failure to submit the forms or submitting inaccurate data could restrict or delay reimbursement for work completed. The forms must be completed and submitted to the address below within two weeks after tagging the well. Copies of the Site I.D. forms must be included in the appropriate appendix of the final report. Any unused Site I.D. forms must be returned to the address below.

Kansas Department of Health & Environment
Office of Information Systems
Systems Management Section (GIS Center)
1000 SW Jackson, Suite 010
Topeka, Kansas 66612-1311

Part II: Affixing the Tag to a Well

The uniquely numbered tag to be permanently affixed to a well will be found attached to the corresponding Site I.D. form. **DO NOT INTERCHANGE TAGS AND FORMS.**

The tag is made of aluminum and measures approximately 2.5 X 0.75 X 0.02 inches. It can be easily molded to the shape of the surface to which it will be affixed. The method of installing the tag will depend on how a well head was completed. Note the tags are provided, however, installation hardware must be supplied by the contractor. Acceptable methods of tag installation are discussed as follows:

- 1) Above-grade well head completion: For monitoring wells that have casing terminating above grade with exterior steel or PVC well head protector (standard monitoring well design), the Site I.D. tag is to be installed on the exterior of the protective cover approximately 3.0 inches below the hasp used in locking the protective cover cap. The tag must be secured to the protective cover by means of two one-way metal screws or pop-rivets. Do not use adhesives to affix the tag to the protective cover.
- 2) Flush-mounted monitoring well heads: Since flush-mount manholes vary in design, there is not an entirely standard method for affixing the well tag, but, the tag must be installed inside the manhole in an area and manner leaving the tag readily visible and accessible. The tag may be affixed to the inside of the manhole cover or anchored by some means to the concrete inside the manhole. Do not use adhesives to affix the tag.
- 3) Private or public wells: The method for affixing a tag to a private or public water well must be determined according to the specific well head design, which will vary. Keep in mind the tag must remain visible and accessible after it is permanently affixed to the well. Common methods of affixing tags to these types of wells are anchoring the tag to the concrete pad at the base of the well, attaching the tag to the well house, or wiring the tag to the well casing. Remember to obtain permission prior to sampling or tagging private or public wells.

Notes on tag installation:

CAUTION! State regulations prohibit perforation of a well casing. See K.A.R. 28-30-6(e) as stated below.

K.A.R. 28-30-6(e) provides in part: "...No opening shall be made through the well casing except for the installation of a pitless adapter so designed and fabricated to prevent soil, subsurface and surface water from entering the well."

- A. Remember, the tag must be visible and must remain permanently affixed to the well sampled as part of the investigation. Copies of photographs depicting acceptable methods of tag installation have been attached.
- B. When affixing a tag to any well that does not have a protective casing installed, state regulations will not allow any holes to be drilled into an existing well casing. An alternative method for affixing the tag must be used.
- C. Prior to sampling or tagging any private or public water supply well, specific permission must be obtained from the appropriate authority.
- D. If there are any questions on installing the tag or completing the Site I.D. form, contact KDHE at (785)296-6282.



a. County:					b. Site I.D. number:						
c. Owner Name:											
d. Owner Address:				City		State		Zip Code			
e. This site is located at (66 Characters max.)											
f. Encoded Owner Name:				<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		g. Well (site) Number				<div></div> <div></div> <div></div>	
<p>h. Encoding Scheme (Circle only one number):</p> <p>1. If city owned, enter the first eleven letters of the city name (leave a blank space between words if more than one word is used).</p> <p>2. If County owned, enter the first eleven letters of the county name ("Pottawatomie", for Pottawatomie) or abbreviate when it is necessary to show the type of site ("AL San Lndf", for Allen County Sanitary Landfill).</p> <p>3. If business owned, print the first eleven letters of the business name (include RWDs, e.g., SN RWD1, for Shawnee Co. RWD 1).</p> <p>4. If owned by an individual, print the first eight letters of the last name, a comma, and the first two letters of the first name.</p> <p>5. If none of the above apply, encode the owner name in the most meaningful manner possible, and explain the procedure in item y.</p>											
<p>i. This well (site) is in Sec. ____ , Twn. ____ , Rng. ____ (circle one) E / W. From the (circle one) NE / SW / SE / NW corner of this section, this site is ____ ft (circle one) N / S and ____ ft (circle one) E / W , and is in the ____ 1/4 of the ____ 1/4 of the ____ 1/4 of the ____ 1/4.</p>											
<p>J. Measurement Method Used (circle only one number):</p> <p>1. Legal Survey 2. Absolute Survey 3. GPS Survey 4. Technical Survey 5. Compass & Chain</p> <p>6. Hand Wheel 7. USGS 7.5 Topomap 8. County Road Map 9. Other: _____</p>											
<p>k. Measured By: _____ , _____ of (kk.) _____ (Agency) _____</p> <p>last name first init. abbreviate abbreviate</p>											
<p>l. The tag is attached to the _____ , (ll.) using _____</p>											
<p>m. Water Source (Circle only one number):</p> <p>1. Well 2. Spring 3. Pit 4. Lake / Pond 5. Stream / River</p> <p>6. Ditch / Canal 7. Storm Runoff 8. Treated Water (Distribution System) 9. Waste Water</p>											
<p>n. Use(s) of Water (Circle all that apply):</p> <p>1. Domestic 2. Irrigation 3. Feedlot 4. Industrial 5. Public Water Supply</p> <p>6. Oilfield Water Supply 7. Lawn and Garden Only 8. Air Conditioning 9. Dewatering 10. Monitoring Well Only</p> <p>11. Injection Well 12. Artificial Recharge 13. Recreation 14. Other (Specify): _____</p>											
<p>o. Type of Casing (Circle only one number):</p> <p>1. Steel 2. PVC 3. RMP (SR) 4. ABS 5. Wrought Iron</p> <p>6. Asbestos Cement 7. Fiberglass 8. Concrete Tile 9. Other (Specify, or print "UNK" if unknown): _____</p>											
<p>p. Form Completed By: _____ , _____ of (pp.) _____ (Agency) _____</p> <p>last name first init. abbreviate abbreviate</p>											
<p>q. Your Work Phone Number: (_____) - _____ - _____ qq. Date: _____ - _____ - _____</p> <p>Area Code Prefix Number MM DD YYYY</p>											
<p>r. Program Code:</p> <p>EP ER EE EU EL ET EJ SC SG SN SW SE SP FK LM ES AR KC</p> <p>PU PC PT PE PD PV PI WI WE PP HL HD HF HS WC RP GS US</p>											
<p>s. Project Code:</p> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>											
<p>t. Optional "Well Number Codes": Consultant Code ____ , and / or (S)hallow, (I)ntermediate, or (D)eep ____ .</p>											
<p>u. Well Depth (TOC to TD):_____.____ ft. v. TOC is _____.____ ft above / below ground elevation. w. TOC Elevation_____</p>											
<p>x. DWR File Number: _____ xx. Is this a replacement well? (circle one) YES / NO</p>											
<p>y. Comments: _____</p> <div>REV NOV 98</div>											

AFTER YOU HAVE COMPLETED THIS FORM, PHOTO-COPY IT AND KEEP THE COPY FOR YOUR FILES. SEND THE ORIGINAL TO THE KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT, OFFICE of INFORMATION SYSTEMS, SYSTEMS MANAGEMENT SECTION at Forbes Field (Bldg 740), Topeka, Ks. 66620.

Complete this form legibly using a soft lead pencil. PLEASE DO NOT USE INK (a typewriter may be used).NOTE : ALL OF THIS FORM SHOULD BE COMPLETED IF THE INFORMATION CAN BE REASONABLY ACQUIRED.

Check the amended report box only when amending an existing report.

- a. Write the full name of the county this site is in, do not abbreviate or use numbers.
- b. Copy the Site I.D. number from the tag when the Amended Report box is marked (first time applications will always have the Site I.D. number pre-printed on the form).
- c. Write the name of the entity that owns this site (example: City of Attica). If this site (a river for example) doesn't have an owner, then use the entity name (example: Walnut River). 32 characters maximum may be used.
- d. Write the owner address.
- e. Write the street address where this well (site) is located. If the street address is unknown (or if the well/site is in a rural area), write the name of the nearest marked intersection and it's distance and direction from the well, then write the name of the nearest town. Do not write more than 60 characters.
- f. Code the owner name using one of the five encoding schemes listed in Item h.
- g. Write a three digit numerical well (site) number (use leading zeros when necessary). Do not use alpha characters (letters).
- h. Circle the number that represents the coding scheme used in Item f.
- i. Write the section, township, range, and circle either "E", or "W". Circle the section corner that measurements were made from, then write the number of feet (and circle the appropriate direction) for both required footage measurements. Write the 1/4 section descriptions (they can be calculated after measuring the section perimeter on a Topo Map). NOTE : COMPLETE THIS ITEM EVEN IF A GPS SURVEY IS PERFORMED.
- j. Circle the number that represents the method most accurately describing how you calculated the footages given above.
 1. Legal Survey = a survey performed and certified by a licensed surveyor.
 2. Absolute Survey = the same as a legal survey except that an unlicensed person performed the survey.
 3. GPS Survey = a survey made using satellite receivers to calculate latitude and longitude which will be added to this record later.
 4. Technical Survey = measurements made using the same instruments that a legal survey would use, but utilizing perceived section lines instead of actually locating the section corner pin.
 5. Compass and Chain = measurements made using these tools and perceived section lines.
 6. Hand Wheel = see compass and chain.
 7. USGS 7.5' Topo Map = Plot site on a 7.5' quadrangle map, measure the map scale, and convert to footage.
 8. County Road Map = Plot site on a county road map, measure the map scale, and convert to footage.
 9. Other = specify and explain any other method used (use comment section if more space is needed).
- k. Write the last name, then the first initial, of the person who performed the survey.
- kk. Write the agency name (abbreviated to 2 letters), then the bureau name (abbreviated to 4 or fewer letters), for the employer of the person indicated in Item k. NOTE : IF THIS SURVEY WAS PERFORMED BY A LICENSED WELL DRILLER OR HIS EMPLOYEE, LEAVE THE BUREAU NAME BLANK AND PUT THE WELL DRILLER'S LICENSE NUMBER IN THE AGENCY NAME FIELD.
- l. Briefly describe where the tag is located, and (ll.) the fasteners used to attach it there.
- m. Circle the number (only one number) that represents the best description of the source of this water.
- n. Circle the number(s) that represent(s) the best general description(s) of the use of the water from this site.
- o. Circle the number (only one number) that represents the best description of the type of casing that is in this well (if "Well" is the source). If the casing type is unknown, circle option number 9 and write "UNK" on the blank line.
- p. Write the last name, then the first initial of the person who completed the blanks on this form.
- pp. Follow the instructions given for Item kk.
- q. Write the work phone number for the person who completed this form.
- qq. Write the date the well (site) was tagged (use numbers, e.g. 06-09-91).
- r. Circle the code that represents the program for whom you are visiting this well (site). NOTE : Contact your database administrator if a needed code is not on this list, DO NOT INVENT DIFFERENT CODES. The program codes are as follows :

Environmental Remediation (BER)
Science & Support (OSS)
Bureau of Water (BOW)
Waste Management (BWM)
EP=Pre-Remedial Projects
SC=Stream Monitoring Network
PU=Public Water Supply (PWS)
HL=Sanitary Landfills
ER=Remediation Sites
SG=Groundwater Network
PC=Chlorinated PWS
HD=Hazardous Waste Sites EE=Environment
Emergency (spills)
SN=Nonpoint Pollution

PT=PWS Test Sources
HF=Furley / Nies Project
EU="UST" Sites
SW=Wasteload Allocation
PE=PWS Point of Entry
HS=Special Projects
EL="LUST" Sites
SE=Effluent Monitoring
PD=PWS Distribution Systems
ET=Trust Fund Sites
SP=Special Projects
PV=Private Water Supply Source
Air and Radiation (BAR)
EJ=Joint or Special Projects

FK=Pollution (fish kill, spill, etc.)
PI=Underground Brine Injection
WC=Wolf Creek Project
LM=Lake Monitoring Network
WI=Waste Influent
RP=Special Projects
ES=Sanitarian Program
WE=Waste Effluent
Other Agencies Programs
PP=Pre-Treatment Program

AR=DWR Appropriation Rights
KC=Ks. Corporation Commission
GS=Ks. Geological Survey
US=U.S. Geological Survey

- s. Write the existing program specific project code (eg. an alias) for this well (site) if known. If an alias has not been assigned to this site, and one should be developed, write the proposed alias. Information about "How to build the alias" should be centrally coordinated, so consult your section representative for more information on "what to enter", BEFORE MAKING AN ENTRY. These codes are for program staff use only and should not be used outside of the program area for which they are designed.
- t. THIS FIELD IS OPTIONAL. Use it to provide the well number with supplemental significance. Example : Monitoring well number 001 can be coded (using this field) to show: it was installed by consultant "X" (write x in the first blank), and, it is a deep well (write D in the last blank). The computer system will show that this is monitoring well number X001D.
- u. THIS FIELD IS OPTIONAL. Write the well depth (can be reported to one 1/100 of a foot).
- v. THIS FIELD IS OPTIONAL. Write the number of feet (can be reported to one 1/100 of a foot) that the casing extends above or below (circle one) ground level.
- w. THIS FIELD IS OPTIONAL. Write the elevation to the top of the casing (can be reported to one 1/100 of a foot).
- x. Write the Board of Agriculture, Division Of Water Resources, Application number, or, enter "UNK" if unknown, or "NONE" if you know that a DWR appropriation number does not exist.
- xx. Circle either yes, or no, to indicate if this is a replacement well.
- y. Give a general description of this site and its location. Describe any unique aspects of this site (such as the structure of the well house). Site descriptive statements that might enable another person to more easily locate or recognize this site, should be included in this field.

DO NOT INCLUDE SAMPLE ANALYSIS INFORMATION IN THIS FIELD! The laboratories and other departments in KDHE do not receive a copy of this form.